# **Deliverable 7 Details**

Handover to Client (10 marks from Client)

SOFTWARE & SUPPORTING MATERIALS

You must discuss with your client what they need to receive from you. Do they need a manual, install wizard (which platforms/OS)? What files/database needs to be set up, how can they run and maintain your system? This discussion should have started before submission of Deliverable 3 and continue.

When you have handed over what has been agreed, the sponsor must check it works on their setup (or you can check that for them). After they can confirm it is working, then they will provide a mark out of 10 for each individual student.

It is not sufficient to hand over a zip file and wish them all the best. You must make sure they can run your system – unless they agreed that they have technical people who will handle this. So you need to make sure your system is fully tested, well documented and bug free before handover. You should arrange a date for handover and allow your sponsor up to week to confirm they can follow your instructions and use the system. Latest date for handover is final week of exam period. Leaving handover to the latest time may mean you receive an incomplete for the current semester as there may not be enough time for the sponsor to provide a mark and for it to be processed in your end of semester results.

Additionally for Deliverable 7, on iLearn upload a zip file that includes the latest version of all documents created over the semester. This is primarily an archive for the unit. You should update all documents that you will be handing over to your sponsor based on any feedback since the last deliverable. What is submitted will not be assessed, so teams may submit the latest previously submitted version but preferably the documents updated for the sponsor, i.e. the latest version, should be uploaded.

If your code or other files are too large or the structure is too complex to zip and upload, then you do not need to include them in this upload. For all projects, but particularly if you can’t upload to iLearn, please ensure the client has been able to access the files and use them since there will be no other record of them that they can access in the future.